



Division of State Parks

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PURPOSE: To encourage the use of grants to fund various aspects of state parks operation, development and education and to assure there is no undue impact placed on the region/park workloads and that all applicable existing codes and standards are met.

ORGANIZATION: All grants for which an application is contemplated must be approved by the appropriate park supervisor, regional manager or deputy administrator, and when applicable, the chief of planning and development (P&D), prior to the application being submitted.

PRIOR POLICY: This policy supersedes the prior policy dated 3/2012.

Procedure:

- I. Applications for grants, originating within the Division of State Parks, should be complete and accurately filled out, using the appropriate format and routed to the park supervisor (if not the originator), then to the regional manager (if not the originator).
- II. The regional manager is responsible for reviewing and then approving or disapproving the initial grant application. If approved, the application will be forwarded to the deputy administrator who will ensure it has been reviewed by the chief of planning and development (P&D), if the grant involves any development or alteration of facilities. The deputy administrator will also consult with the administrative services officer (ASO) to ensure there are no unforeseen accounting procedures or issues that need to be addressed. If the grant application is properly formatted, meets with the approval of the chief of P&D and the ASO, the deputy administrator is also responsible for final approval or disapproval.
- III. Any grant requests involving new positions or salaries must be approved by the administrative services officer and the administrator.
- IV. If all the approving parties concur with the application, it will then be returned to the originator for submission to the granting entity.
- V. When the originator submits an application to the granting entity, a copy must be sent to the division grants monitor. The originator will also submit a completed "Grant Information," ADM-29 form (see Attachment A) attached to the grant copy.
- VI. The division's grant monitor will submit the application to the Nevada State Clearinghouse.
- VII. Once the grant is approved by the granting agency, a fully executed copy must be submitted to the division's accounting section so the appropriate paperwork can be completed. No funds can be encumbered or expended without notification from accounting. The grant originator will be notified by accounting when funds can be encumbered or expended.

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RULES:

- I. All grant requests must be submitted in compliance with the park's master plan, available staff and resources. All purchases must be completed within State Purchasing guidelines and requirements.
- II. *When the granting authority has approved the request, a work program will be completed by the fiscal unit and submitted to the Budget Office and LCB fiscal.*
- III. Upon receiving all division approvals the division's grant monitor will submit the request to the State Clearinghouse per SAM 3000.
- IV. No funds can be encumbered or spent until the division's accounting section has completed the necessary paperwork and authority exists in the proper budget account for expenditures.
- V. *It is the responsibility of the grant recipient to manage grant reporting.*

Original signed by:	
SIGNED	4/5/2012
_____ David K. Morrow, Administrator	_____ Effective Date

Original signed by:	
SIGNED	4/16/2012
_____ Leo Drozdoff, Director	_____ Date

Copy to Regions: 4/17/12

Review Date: _____

GRANT INFORMATION

Please complete this form for each grant application,
Attach it to the application, and send to division, Attn: Grants Monitor

Project Name: _____

Who is applying for this grant? (Name of Person and Park) _____

Name of Grant Program: _____

Administering Agency/Foundation: _____

What is the source of these funds? ☐ Federal ☐ State ☐ Local ☐ Private ☐
Other _____

Amount Requested: \$ _____ **Total Project Cost:** _____

Is a match required? ☐ YES ☐ NO

(Matches can include donations, volunteer labor, in-kind services, force-account labor, cash, etc.)

If YES, what is the source(s) and value of the match?

Source(s): _____

Value of Match: \$ _____

How will the grant money be used? (Brief Project Description): _____

What is the deadline for the grant application? _____ / _____ / _____

When will the grant be awarded? _____ / _____ / _____

Once you have been notified that the grant is approved, please send a copy of the approval to the Grants Monitor at division. Thank you!

ADM-29
7/01